Team Administrative Assistant – Building Operations

Translational Research Institute, Brisbane

1. Background

The Translational Research Institute (TRI), based in Brisbane, is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technology developments including interventions to prevent and treat human disease and provide diagnosis of early treatable disease.

Situated on the Princess Alexandra Hospital Campus, TRI combines the research, intellect and capability of the Queensland Government, Queensland University of Technology, The University of Queensland and The Mater Medical Research Institute. TRI houses over 900 leading researchers who interface with clinicians on the hospital campus and at other Brisbane based hospitals. Patheon Biologics, an international pharmaceutical company, leases TRI's biopharmaceutical manufacturing facility, located adjacent to TRI's wet lab facility.

TRI is one of a few places in the world where new biopharmaceuticals and treatments can be discovered, produced, clinically tested and manufactured in one location. TRI is charged with interfacing scientific development with the commercial sector ensuring that scientific innovation moves rapidly to improve patient outcomes. To this end, TRI is at the interface of science, medicine and industry.

2. TRI Vision and Values

TRI's vision is to "create a world with better health outcomes achieved through translational research." TRI will be recognised as a global leader in translational health research and commercialisation resulting in improved health and workforce readiness. The TRI vision is achieved through a corporate culture focused on collaboration to achieve excellence. TRI's 6 values drive the expectations and standards of behaviour TRI stands for:

Integrity	Respect	Commitment	Diligence	Efficiency	Accountability
Everyone Everywhere Everyday	Listen Understand Respond	Activate Collaborate Accelerate	Initiate Create Inspire	Define it Create it Deliver it	See it Own it Solve it

3. Position Purpose

Reporting to Director – Building Operations, the primary purpose of the Team Administrative Assistant is to provide high level secretarial and administrative support to the Building Operations team.

4. Key Accountabilities

Primary accountabilities include, but are not limited to:

Administration

- Coordinate the administrative activities for the Building Operations Team including managing a complex diary for the Director – Building Operations.
- Coordinate travel arrangements and accommodation for the Building Operations team.
- Book training and conference seminars for the Building Operations team.
- Management of the Building Operations leave calendar.
- Opening, processing and assessment of incoming correspondence and communications, on behalf of the Director – Building Operations and ensure timely follow-up.
- Draft correspondence/replies as required on behalf of the Director – Building Operations.
- Provide secretarial/administrative support to Building Operations team members when required.
- Plan and coordinate the annual Core Facilities Open day.
- PPMS management in assistance to the Core Facilities Coordinator, for Core Facilities bookings and account holders
- Maintain office supplies for the Building Operations team, and kitchen supplies and staff amenities for the Level 2 tearoom.
- Set up meetings/events and book catering as directed.
- Website/Intranet management for Director - Building Operations, Building Operations team and User Groups.
- Provide support to the Director - Building Operations by preparing, revising and formatting reports and proposals, and preparing correspondence.
- Meeting preparation for the Director – Building Operations – papers and agenda collation, noting and tracking pending action items.
- Creation of marketing materials for Director – Building Operations and the Building Operations team
- Creation and implementation of systems and spreadsheets for the Building Operations Team
- Handling of Space enquiries to the Director – Building Operations
- Manual filing for Director – Building Operations
- Provide secretarial support for WH&S Committee and Core Facility User groups as required by the Director- Building Operations, Core Facilities Coordinator and WH&S Manager (venue, agenda, papers, minutes and actions) ensuring timely reminders of action items are sent to the committee members.
- Data entry on behalf of Workplace Health and Safety team

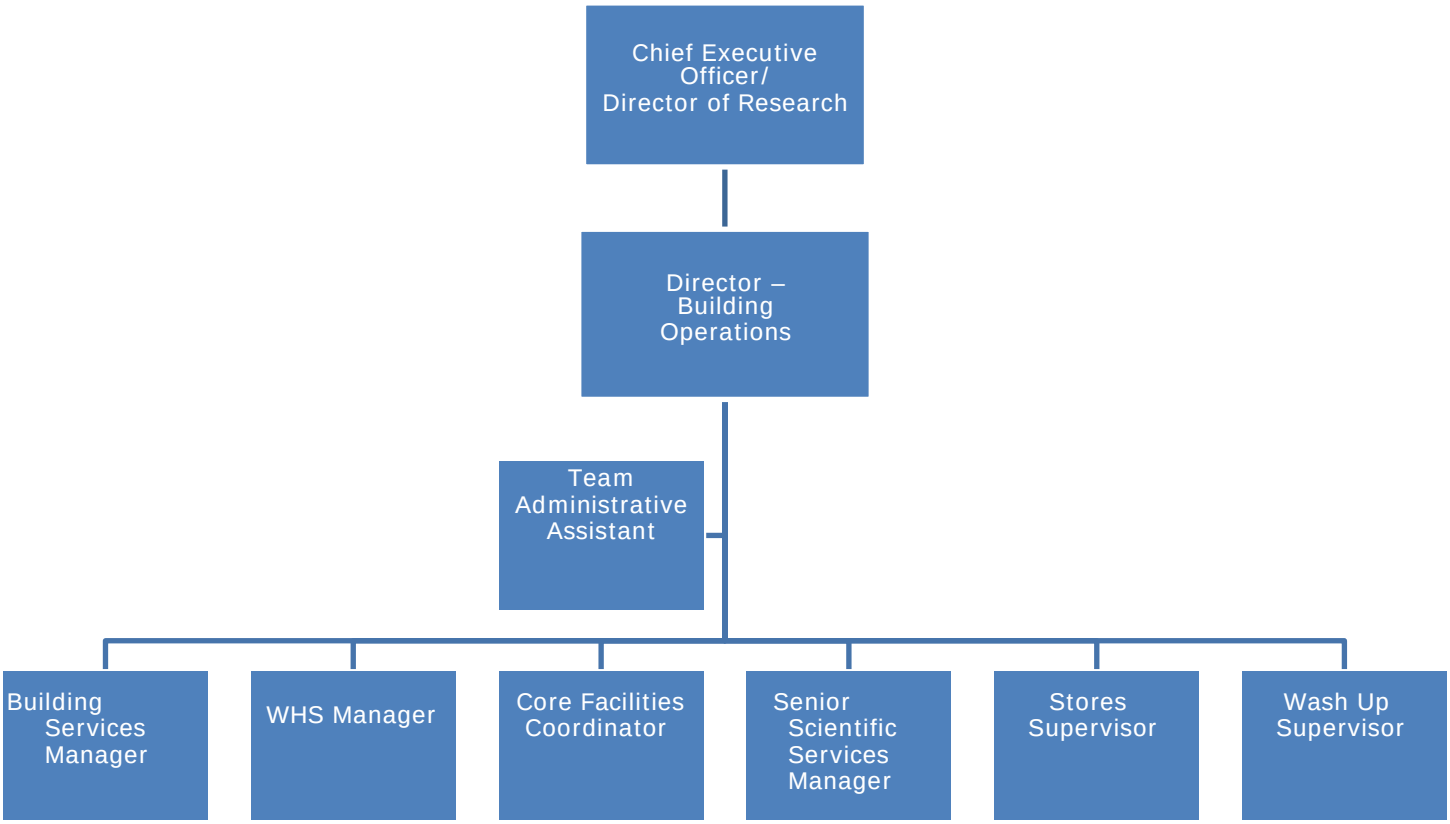
Financial

- Collate tax invoices for payments made with company credit cards for this role and the Director - Building Operations, and file monthly reconciliations with the Finance team in a timely manner.
- Process file expense reimbursement claims for the Director - Building Operations.
- Oracle JDE management for purchases and invoices for Building Operations Team
- Go Card Management for Building Operations team

Other

- Other duties, as directed by the Director - Building Operations.
- Comply with the Institute's Code of Conduct.
- Comply with requirements of Queensland Work Health and Safety (WHS) legislation and related WHS responsibilities and procedures developed by the TRI.

5. Reporting Relationships



6. Selection Criteria - Experience, Knowledge, Skills and Qualifications

Experience

Essential

- Extensive administrative and secretarial experience and specialist expertise in administration

Knowledge, Skills and Abilities

Essential

- Highly developed written and interpersonal communication skills including the ability to communicate effectively with clients via telephone, email and in person with internal and external clients.
- Highly developed organisational and time management skills with the ability to prioritise competing work demands, to work under pressure and work independently and to provide efficient administrative and secretarial support.
- Excellent autonomy whilst also working collaboratively in a team environment.
- High level of accuracy, analytical skills and attention to detail.
- Advanced level in Microsoft suite (Word, Excel and PowerPoint).